



Arizona Department of Agriculture (ADA)
Compliance Section
1688 West Adams, Phoenix, Arizona 85007
Phone: (602) 542-0901
Fax: (602) 542-0466

Continuing Education Request for Credit

ARS 3-363; AAC R3-3-211

Course Description—Request must be received by the Department at least ten (10) days before the course is held.

Course Title _____ Course Date _____

Course Location Address _____ Start Time _____ End Time _____

Sponsor/Organization Name _____

Contact Person _____ Phone # _____

Contact Person Address _____ Fax # _____

Course Availability (Please check all applicable boxes.)

☐ Open to the public ☐ Closed to the public ☐ Attendance Fee \$ _____ ☐ No attendance fee

Estimated Target Audience in Attendance (Number of CEU forms needed.)

Pest Control Advisors _____ Commercial Applicators _____ Private Applicators _____ Government Applicators _____

NOTE: Arizona Department of Agriculture Inspectors may attend, without cost or advance notice, to monitor this course for evaluation purposes. If it is determined that the course or presenter varies significantly from that approved, the number of CEUs may be modified.

Attach to this request (check off items):

☐ Course outline indicating time period for each item covered ☐ Description of the information that will be covered under each outline item ☐ Biography of each person who will present course information, demonstrating the person's qualifications
☐ The address to which course material(s) must be sent if different from sponsor's address ☐ If the course will be presented at more than one location, the address or each location at which course information will be imparted.

Acknowledgments

Course sponsor acknowledges the following Arizona Department of Agriculture policy guidelines and understands that Continuing Education Units granted by the Department may not be honored upon presentation by the course attendee if these policy guidelines have not been followed. Sponsor agrees, at the beginning of each approved CEU course, to notify attendees of the following policy guidelines.

- Course attendees must sign in on the "Sign-In" form for each course granted CEU credit.
- Course sponsor will provide **ONE** CEU form to each credentialed attendee. Attendees with more than one credential must place each credential number in the appropriate box on the single form.
- Course attendees must completely fill out and sign the CEU form for each course granted CEU credit and return the completed forms to the course sponsor at the end of the approved course.
- Course sponsor must sign each completed form, return the pink copy to the attendee, and advise the attendee to send the pink copy to the Department with the renewal application.
- Course sponsor must return the "Sign-In" sheet(s), the completed white copy of the CEU forms, and all unused CEU forms to the Department within ten working days after the approved course.

I, the undersigned, acknowledge that I have read and understand the requirements for granting CEUs to attendees of this course; and I agree to comply with the policy guidelines stated above.

Print Name _____ Signature _____ Date _____

ESD use only— Please be advised that we will grant _____ hours of continuing education credit to all those who hold Arizona Department of Agriculture credentials. The course number assigned to this meeting is _____. It is necessary that you make sure that all attendees use this number on the forms; otherwise we cannot credit their records. If your audience requires CEUs from the Arizona Structural Pest Control Commission, authorization must be obtained from that agency. You may contact them at (602) 255-3664.

Certification and Training Specialist _____ Date _____